



Chipping Ongar Primary School

Job Description & Person Specification

ENPRO - Learning Support Assistant

Job Title:	ENPRO LSA
Scale:	Scale 3, Point 4-5
Responsible to:	Headteacher

Job Purpose:	<ul style="list-style-type: none"> To work in partnership with our Maple class enhanced provision(ENPRO) team and our mainstream class teachers to support learning. To provide support to pupils with severe learning, communication, social, sensory and physical difficulties.
Duties & Responsibilities:	<p>Support for Pupils</p> <ul style="list-style-type: none"> Provide 1:1 and small group support to pupils with SLD, including those with complex needs. Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group. Assist pupils with communication, engagement, and participation in learning activities. Support the development of social, emotional, and life skills. Help pupils with personal care needs where required (e.g. toileting, feeding, hygiene). Use specialist strategies (e.g. visual supports, sensory approaches, communication systems such as PECS or Makaton). Promote positive behaviour in line with the school's behaviour policy. Establish positive relationships with pupils supported. Promote the inclusion and acceptance of children within the classroom, ensuring access to lessons and their content through appropriate clarification, explanation and resources. Monitor and record pupil responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the teacher or relevant professional. <p>Support for Teaching and Learning</p> <ul style="list-style-type: none"> Work closely with the class teacher to deliver adapted lessons and activities. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher. Prepare and organise learning resources tailored to pupils' needs. Monitor and record pupil progress against EHCP targets and individual plans. Support the implementation of behaviour support plans and therapy programmes. <p>Support for the School</p> <ul style="list-style-type: none"> Contribute to a safe, inclusive, and supportive learning environment. Work collaboratively with teachers, therapists, SENCo, and other professionals. Attend relevant training, meetings, and reviews (e.g. EHCP reviews). Uphold safeguarding, health and safety, and confidentiality policies always.



	<ul style="list-style-type: none"> • Liaise with staff and other relevant professionals and provide information about pupils as appropriate including mental health and well-being information.
General:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Educated to NVQ Level 2 in learning support or equivalent qualification/experience	D
	Completion of DCSF induction programme	D
	Basic understanding of Health & Safety	E
Knowledge & Experience	Recent experience of working in a primary school.	E
	Experience working with children or young people with special educational needs, particularly SLD.	E
	Understanding communication difficulties and sensory needs.	E
	Knowledge of strategies such as Makaton, PECS, or other AAC systems.	D
	Experience in an enhanced provision or special school setting.	D
	Training in behaviour management or manual handling.	D
Skills and attributes	Good communication and interpersonal skills.	E
	Ability to work effectively as part of a team.	E
	Excellent reading, writing, numeracy and ICT skills	E
	Ability to use clear language to communicate information unambiguously	E
	Ability to listen effectively and overcome communication barriers with children and adults	E
	Consult with children and their families and carers and other adults	D



	<p>Ability to assess progress and performance</p> <p>Ability to work effectively with a range of adults</p> <p>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</p> <p>Demonstrate creativity and an ability to resolve routine problems independently</p> <p>Know when, how and with whom to share information</p> <p>Ability to follow instructions accurately</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>
Personal qualities	<p>Patient, caring, and adaptable approach.</p> <p>Compassionate and resilient</p> <p>Proactive and flexible</p> <p>Observant and responsive</p> <p>Committed to inclusion and pupil wellbeing</p> <p>Be prepared to develop and learn in the role</p> <p>Understand procedures and legislation relating to confidentiality</p> <p>Awareness of and commitment to equality and diversity</p> <p>Ability to manage own time effectively</p> <p>Good organisational skills</p> <p>Ability to remain calm under pressure</p> <p>Ability to support the work of volunteers and other learning support assistants in the classroom</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other	<p>Committed to equality and diversity.</p> <p>Commitment to own continuous personal and professional development.</p> <p>Committed to our Health and Safety policies and procedures.</p> <p>Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</p> <p>Committed to safeguarding and promoting the welfare of children and young people.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2026.